

Self - Confidence in the Workplace

Part I

Word Bank

strengths	arrogant	judgment	confidence
vanity	members	workplace	leader
support	colleagues	trust	yourself

In the _____ you need to strike the balance of being confident in _____, but not _____; but, also having _____ in your _____ and the company that you work for. Having knowledge of your emotional _____ or weaknesses leads to self-confidence.

Self - confidence is a feeling of _____ in one's own abilities, qualities, and _____. In the workplace it is important for a _____ and manager to have self-confidence. If you have self - confidence, people will want to work with you. However, arrogance or _____ will lead to a loss of _____ from team _____.

Part II

Word Bank

productive	compliments	decisions	workspace	active
prepared	generous	slowly	positively	achieved
negative	pride	action		

Tips for having self- confidence

1. Have the confidence to make _____ within the appropriate time frame.
2. If you have self - confidence, you will be more _____.

3. Look at what you've already _____!
4. Take _____ in yourself.
5. Get _____.
6. Think _____.
7. Kill _____ thoughts.
8. Be _____.
9. Speak _____.
10. Be _____.
11. Accept _____.
12. Take _____.
13. Clear your _____.